



Remote Participation Study Committee

Date: **August 31, 2022**

Time: **7:30 – 8:45 pm**

Location: Virtual, via Zoom.

Minutes

Attendance: Mustafa Varoglu, Chair, Jennifer Susse, Co-Chair, Stacie Smith, Alexander Bagnall, Eric Helmuth, Janice Cagan-Teuber, Rachel Zsembery

Members of the Public: None

Agenda:

1. Review and accept meeting minutes from Aug 2 meeting – 10 minutes
2. Hybrid demo current and next steps
 - Update on action items from Aug 2 meeting (20 minutes)
 - Connect with Jeff Munro at ACMi (Jennifer and Eric);
 - Work on Decision Points and send to Town Attorney Doug Heim (Stacie, Janice, and Rachel);
 - Assign rooms and technology to committees in the pilot (Committee);
 - Return to each committee in the pilot with details about which rooms/technology they will be using and to confirm that they are participating (Committed member to be determined);
 - Create documents/videos explaining how each technology works (Jim and Alex)
 - Finalize survey questions (Mustafa)
 - Status of rooms and hardware – 30 minutes
 - Document and quiz review – 30 minutes
3. Future business – 5 minutes

Decisions Reached and Action Items:

- Motion to approve minutes from August 2 by Janice Cagan-Teuber, seconded by Rachel Zsembery. Passed unanimously.

Summary of Discussions:

- Jen summarized her discussion with Jeff Munro, who was not interested in meeting with the committee to talk about hybrid meetings, but was interested to meet to talk about projects of interest to him - explainer videos for how to serve on a committee or chair a committee, how to share a meeting, and other topics within our broader mission of making meetings more transparent. Eric suggested we take him up on it. Jen agreed to reach out to him again and invite him to a future meeting. Jeff also noted an interest in buying new equipment - Jim is reaching out to Jeff to discuss that.
- The group began talking about "[Decision Points: non-technical](#)" document, and tweaked the document. They discussed running it past Jillian Harvey to review the accessibility pieces, and then to Doug Heim on the legal issues.
- Teresa Marzilli, Community Outreach and Engagement Coordinator in the DEI Division here in the Town's Health and Human Services Department, reached out to learn more about what the committee has learned about public engagement through remote participation. She wants to help plan and execute equitable engagement strategies and wants to know more about our process of collecting data and interpreting the findings. The committee agreed to invite her to join our meeting on Sept. 13th or the 27th.
- Alex shared a document with information about all the meeting spaces with technology available for hybrid meetings. Jen shared the names of the committees in the pilot and when they meet and suggested going through the committees in the pilot and making recommendations for assignments of rooms/technology. By next meeting, we need to have clear suggestions. Alex suggested we have an open house night / fair for pilot participants to see their spaces and learn the technology so they can feel comfortable with it. It was suggested that generally we keep the committees in the rooms they have historically met in and ask Jim to get that information. Alex will work with Jim to assign recommended rooms for each pilot committee before the next meeting.
- Preparing committees to use the technology and the space: Preview it at the open house, rely on the videos from the tech companies, orient them to the rooms. Dry run every room at the open house. Before the open house, the committee needs to come and prepare. We are still waiting for the full set up on the Neat Board.
- Mustafa will share the link to the draft survey.

Future business/Action Items:

- Jennifer to reach back out to Jeff Munro at ACMi to invite him to a future meeting
- Jennifer will ask Jim about storage and deletion of videos of meetings
- Participants should review by Friday to suggest any additional changes to the Decision Points document. Jennifer will then send to Town Attorney Doug Heim and Jillian Harvey to review
- Mustafa will invite Teresa Marzilli to one of our next meetings
- Alex will work with Jim to assign recommended rooms for each pilot committee before the next meeting
- Identify dates for the hybrid meeting pilot open house
- Mustafa will finalize survey questions

Meeting adjourned at 8:43 pm.